

New Graduate Student To-do List

As a new student, you will have a myriad of tasks to complete in order to become an established graduate student at UCLA. Below are some of those tasks.

Bruin Card
(310) 825-2336
bruincard@finance.ucla.edu

BruinCard is your University ID card. In addition, this card will serve as your library card (when activated at the UCLA Library), your recreation facilities card, your debit card for purchases at UCLA food facilities and ASUCLA stores, and even as an AT&T calling and discount card. To obtain your BruinCard, you'll need to take a valid form of identification (driver's license, passport, etc.) to the BruinCard Office located at 123 Kerckhoff Hall. The BruinCard office is open Monday through Friday from 9:00 am to 4:00 pm.

For more details about the BruinCard and its features, consult www.bruincard.ucla.edu.

California Residency
(310) 825-3447

California residents do not pay non-resident tuition. **It is your responsibility to apply for residency by the end of your first year.** If you are a US citizen and do not apply for residency, you will continue to be charged non-resident tuition for your second year. **The department will not cover this cost.** Upon arrival in California, a student wishing to gain California tuition residency should establish ties with the state (i.e., get a driver's license/California ID, register automobile, register to vote, change the permanent address on University records to a California address, and file a resident tax return).

Contact the Residence Deputy at 1113 Murphy Hall (825-3447) for more residency information. By University policy, only the Residence Deputy is authorized to apply and interpret policy on tuition residency.

Bruin Direct Deposit

Direct deposit for fellowship payments to ensure that you receive your fellowship payments in a timely manner. I have attached step by step instructions. If you wish not to enroll in direct deposit you will receive a paper check mailed to the address you have listed on your www.my.ucla.edu.

Health Insurance

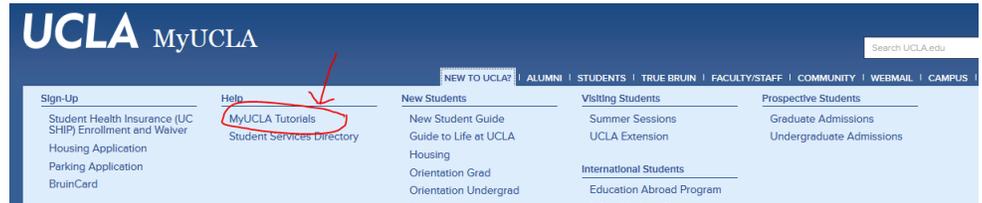
If you have any questions regarding your health insurance, please go directly to the Arthur Ashe Center or take a look at their website:
<http://www.studenthealth.ucla.edu/default.aspx>

Enrollment

You must sign up for 12 units every quarter in order to qualify for financial aid, graduate division awards and appointments, as well as to be considered a full-time student. I believe you should be able to enroll already. Please follow the steps below (tutorials about how to use MyUCLA can be found here - see image below).

1. Create a UCLA logon (<https://logon-csb1.logon.ucla.edu/>) and enroll through www.my.ucla.edu
2. If you have any questions as to which courses you should take, please consult with our Faculty Graduate Advisor, Professor Aaron Burke (burke@humnet.ucla.edu).

Enrollment (continued)



Academic Resources

MyUCLA On MyUCLA you can review your BAR statement activity, your scheduled financial aid, fellowships, remissions, and other awards, and the actual dates and amounts of your checks and direct deposits. In addition, you can check to see if you have holds on your account that are preventing the disbursement of funds. You can also ensure that all required financial documents have been completed for the Financial Aid Office and the Graduate Student Support Office. Please check your MyUCLA account regularly.

Course Planner, webmail, virtual counseling, GPA calculator, helpful links, grades, class information from professors. <http://www.my.ucla.edu/>

This is where you go to enroll in courses and access your official University academic records. You can also set up and manage third-party access for others to access your data and Billing and Receivable (BAR) account. You can also access BruinAlert, which is in place to alert you in the event of a UCLA emergency. You can receive alerts via email and text messaging if contact information is provided.

General Catalog This is where you can find policies and procedures, course descriptions, prerequisites, unit credit, and additional information. The General catalog is found online at <http://www.registrar.ucla.edu/catalog>. (Updates may be made at any time: be sure to visit link for accurate information.) Prerequisites and other course information can change as often as each quarter.

Schedule of Classes This is where you can find a list of all the courses offered each quarter. It includes discussion sections, final exam dates and times, class sizes and location, and more. The link also leads to information on important deadline dates for the current academic year, registration policies, billing and fees information, financial support, academic counseling, enrollment, official notices, libraries, emergency instructions, student services, and class listings. <http://www.registrar.ucla.edu/schedule>

Registration Fees Registration fees must be paid by September 20 for Fall, December 20 for Winter, and March 20 for Spring. If you received a fellowship package in your original offer letter, please do not be concerned about these dates. Fees can be paid by check, credit card (Visa, MasterCard, Discover), or cash. Questions regarding fees should be directed to the Registrar's Office at 1113 Murphy Hall, 310-825-1091 or see www.registrar.ucla.edu/fees/.

Only academic apprentices (e.g., TAs and Graduate Student Researchers) are eligible for fee deferrals. Apprentice teaching and research appointees are eligible to receive, on request, a deferment of registration fees (and non-resident tuition, if applicable). A fee deferral allows qualified students to postpone paying fees and non-resident tuition for two months beyond the stated deadline.

Fee Payments All students will receive a monthly financial statement from the University which includes most debts to the University, such as registration fees and library fines, and all credits received, including fellowship and TA benefits. Amounts owed are due on the 20th of each month. Overdue balances will incur a late fee which will be charged each month the balance is overdue. You can access this account through MyUCLA under the BAR link.

Incompletes & Removal of Incompletes A grade of "I" can be assigned only if a student has substantially finished the work of a course but is missing one part, typically a final paper or project, and cannot complete the course due to illness or another substantive reason. The student must have been passing the course at the time of assignment of the incomplete. Incompletes should not be given to students who simply would like to finish the course later or delay taking the final. (This gives an unfair advantage to the student, who then has three more months to study for the final.) Students do not re-enroll in the course in order to remove the incomplete; they simply finish the work required under the guidance of the original instructor. Incompletes **MUST** be finished within the next regular quarter (by the end of the following Fall Quarter for Spring courses), or the grade will revert to an F. Extensions of incompletes are very rarely granted by the College. To remove an Incomplete (in other words, to assign a grade), obtain a Change of Grade/Removal of Incomplete form from your departmental Student Affairs Office. The form should be filled out, signed and returned to that office for forwarding to the Registrar. Students may not pick up or return Change of Grade/Removal of Incomplete forms under any circumstances.

Fellowships/Funding You can find a multitude of fellowship opportunities on the Graduate Division website: <http://www.gdnet.ucla.edu/asis/stusup/stusup.htm>. The GRAPES website provides information on available external fellowships: www.gdnet.ucla.edu/grpinst.htm.

Graduate Financial Support The Graduate Division publication Graduate Student Support, which reviews all the forms of financial support available to you, is sent to the Department sometime in November and will be forwarded to you. It is your responsibility to read this booklet and act on that information within the given deadlines. Departmental fellowship applications are usually available around the first of December. It is your responsibility to see that your application is complete and on time.

If you received any financial awards and wish for them to be renewed, you must reapply each following year.

Graduate Student Enrollment Graduate students are expected to take responsibility for ensuring that they are enrolled in the necessary units by the end of the second week of the term. All enrollment and drop deadlines are in the printed Schedule of Classes and available on the Registrar's Office website at www.registrar.ucla.edu/schedule. Failure to enroll will result in a late registration fee and will affect departmental funding for the next year. Students are expected to enroll in at least 12 units.

General Campus Resources

UCLA Counseling & Psychological Services (CAPS)
221 Westwood Plaza
Los Angeles, CA 90095-1556

Students in need of counseling services are encouraged to visit UCLA CAPS. Appointments are made in-person at the CAPS office. Students may also contact our 24-hour crisis line at (310) 825-0768.

Arthur Ashe Student Health & Wellness Center
221 Westwood Plaza
Los Angeles, CA 90095

For your medical needs, students may visit the Ashe Center. For more information about the services provided, please visit <http://www.studenthealth.ucla.edu/default.aspx>.

**Graduate Writing Center/
Graduate Student Resource Center**
(310) 267-4805

Graduate students are encouraged to visit the Graduate Writing Center for writing helps and tips. Students may also print up to 200 pages for free at the GWC.

Parking

ALL students are encouraged to apply for a parking permit through the Parking Services office. On-campus parking is limited and applications for permits must be submitted annually to UCLA Parking Services, 555 Westwood Plaza, 825-9871. Daily parking permits are also available at parking information booths found at various locations on campus. Information about student parking and application deadlines are available on-line: www.transportation.ucla.edu.

TAs may apply for parking through Claudia Defaz. His office is 361 Humanities. We have about seven spaces allocated, and spaces are assigned on a first-come, first-served basis. Parking is approximately \$200 a quarter and must be paid in full: cash, check or credit. Unfortunately, we cannot provide parking for students that are not TAs.

Other Transportation Options

Options include vanpools, carpools, buspools, public transit, bicycles, scooters, and motorcycles. The Bruin Go program allows members of the UCLA community to ride any Santa Monica Big Blue Bus free by using their BruinCard. A comprehensive look at campus transportation options is outlined in the UCLA Commuter's Guide, published by the UCLA Commuter Assistance Ride-sharing (CAR) Office. For information call 794- 7433; stop by 555 Westwood Plaza, Room 200; or go to www.transportation.ucla.edu.

- The Big Blue Bus—www.bigbluebus.com
(serves Santa Monica with many lines connecting to UCLA)
- The Culver City Bus—www.culvercity.org/depts._bus.asp
- LAX FlyAway Bus—www.lawa.org/lax/LAXflyAway.cfm
(direct service between Lot 32 on Kinross in Westwood and LAX)

Name and Address Changes

Name changes should be reported to the Registrar's Office. Students are urged to maintain their own mailing, permanent, and email address listings online using URSA OnLine at www.ursa.ucla.edu. Changes can also be made and revised documents can be obtained at 1113 Murphy Hall and at most student service offices in Murphy Hall.

Department Resources

Keys Please contact Isamara Ramirez for keys to the main NELC office (Humanities 378A), Reading Room, the kitchen, the graduate student office, and the building. The keys are free when you receive them, but you will be billed \$50 for each lost key.

Photocopies A copy machine is available for use in 378A Humanities. The last 4 digits of your UID is your copy code. Please DO NOT take advantage of this privilege. Copies are monitored throughout the year. You are given 200 free copies per quarter.

Supplies Supplies are located in Humanities 378A. Please contact Isamara Ramirez if something is running low or you have a request.

Computers For hardware/software problems or questions: Leo Kuo (see HAG directory) or contact the CDH Help Desk at 206-1414. Their hours are M-F 8:30-5:00 PM.

NELC Computer Lab There are two new Macs and one PC in the NELC Computer Lab. All of these computer are connected to a printer from which you are welcome to print. The **password to use the nelc389grad**.

Graduate Advising The Student Affairs Officer (SAO), Isamara Ramirez, assists students in negotiating UCLA's academic/administrative policies and procedures from the time you apply until you graduate. All necessary forms are available in her office. She is available on a drop-in basis but recommends appointments for longer meetings.

The Director of Graduate Studies (DGS), Professor Aaron Burke, assists students in conjunction with your advisor in preparing for language and comprehensive exams. He is available by appointment. Please email him at burke@humnet.ucla.edu.

Business Cards Graduate Students may obtain business cards with UCLA logos and departmental information. It is \$15 for 500 cards and those can be ordered with Claudia Defaz in the HAG office.

All faculty and graduate students have a mailbox in A78 Humanities. Mail is usually distributed by 3pm. A fax machine is also available for use; it is located near the copy machine. Our fax number is 310-206-6456.

Health & Safety Resources

General information about UCLA Emergency and Safety services can be found at: <http://www.ucla.edu/about/emergency.html>

Campus Escort Service 310-794-WALK

Community Service Officers (CSO) are available for a walking escort free of charge to students, faculty, staff, or visitors 365 days a year from dusk until 1:00 am. The escort services are provided between campus buildings, local living areas, or Westwood Village within the approximate boundaries of Sunset Boulevard to the north, Hilgard to the east, Wilshire to the south, and Veteran to the west. Dial 310-794-WALK to request an escort. Please allow fifteen to twenty minutes for your escort to arrive.

Campus Evening Van Service 310-825-9800

The Evening Van Service provides a safe means of transportation around campus during evening hours. The vans provide transportation between campus buildings, on-campus housing, and nearby residential areas. The service is free for UCLA students, employees and visitors. For added safety, the vans are driven by Community Service Officers who carry two-way radios, providing a direct link to the UCLA Police Department. For a map of the Evening Van routes go to <http://www.ucpd.ucla.edu/ucpd/CSORoute.pdf>. Evening Vans reach every stop approximately every 20 minutes. The service is available Fall, Winter, and Spring Quarters, and the hours of operation are Monday through Thursday from 6 PM until 11 PM. For more information, please call 310-825-9800, or if on campus dial 5-9800.

Earthquake Safety

Earthquake safety instructions are available at: www.fema.gov/hazards/earthquakes/quakef.shtm.

DUCK, COVER AND HOLD.

Indoors: Take cover immediately. Duck under a desk, table, between lecture hall seats or go into a hallway. After the shaking stops cautiously and safely evacuate the building. Do not use the elevators.

Outdoors: Move to an open area. Stay away from buildings, walls, trees and power lines.

In a car: Stay inside the vehicle. Slow down and stop carefully, away from bridges and overpasses. Remember: Do not panic or run for building exits. Tell others around you to take cover. Stay under cover until the shaking stops. Be alert for aftershocks. Stay out of damaged buildings. Never enter a building or parking structure until emergency personnel have examined it for safety. Call 911 for life threatening emergencies only.

Be Prepared: It's important in a research lab where there are glassware, chemicals and large equipment within the lab that you identify a safe place in each room.

- Under the lab bench at the knee spaces
- Under sturdy furniture such as a heavy desk or table
- Against an inside wall
- Away from where glass and chemicals can shatter, or where bookcases or other heavy equipment could fall over.

Health & Safety Resources

Earthquake Safety (continued)

Plan Ahead: Fasten shelves securely to walls; place large or heavy objects on lower shelves. Store breakable items such as bottled chemicals, foods, and glass in low closed cabinets with latches. Hang heavy items such as pictures and mirrors away from desks, chairs, and anywhere people sit. Have disaster supplies on hand.

Emergencies 911 or 310-825-1491

Police, Fire, Ambulance, Hazmat spills: dial 911 from any campus phone to contact the UCLA police. From a cell phone call 310-825-1491 for the UCLA police or 911 for Los Angeles 911. When making an emergency call it is important that you try to remain calm and speak clearly so that the operator understands what you are saying. Give your name, location and phone number, describe what happened, and do not hang up until asked to do so.

- Dial from any campus phone to contact the UCLA police
- The UCLA Police Department's campus phone number is 51491 (310-825-1491).
- Dial (800) 900-UCLA for recorded campus emergency information, or 51234 from on campus.
- On-Campus emergency radio broadcast: tune in to AM 810.

Evacuation

If it becomes necessary for any reason to evacuate the building, a gathering place has been designated for our department in Dickson Court.

Fire 911 or 310-825-1491

If you discover a fire:

- Remove anyone in the immediate area and close all doors as you leave.
- Activate the nearest fire alarm pull station to evacuate the building and to notify the Fire Department.
- From a campus phone call 911 for UCLA police; they will send the fire department. From a cell phone call 310-825-1491 for the UCLA police or 911 for the Los Angeles 911 operator. Tell them where the fire is and give them any other information they ask for. They will dispatch the Fire Department.
- Attempt to extinguish the fire only if it is safe to do so.
- If there is smoke, stay low. Crawl to the nearest exit if need be. Use stair ways, NOT elevators!
- Before opening any door, feel it near the top. If it is hot, do not open it. Use another exit. If you become trapped, call UCLA emergency number 911 and tell them your exact location and your situation. Place a blanket or similar article along the bottom of the door to keep smoke out. If possible, wet the material first.
- If the door is not hot, open it cautiously. Stand behind the door and be prepared to close it quickly if there is excessive smoke. Leave the area by the nearest stairway that is clear of smoke. Assemble outside in a pre-designated area.
- Do not re-enter the building until notified to do so by the Fire Department.

Police 911 or 310-825-1491

In emergencies, dial 911 from any campus phone. UCLA Police Department: dial 51491 from any campus phone; dial 310-825-1491 from an off-campus phone. Campus information during emergency periods: 800-900-UCLA. The UCLA Police Department web site address is <http://www.ucpd.ucla.edu/>.

Health & Safety Resources

- Active Shooter Incident** If you are in an active shooter incident, find shelter in a classroom, lock the door, and deny entry. If you are outside, find a room in which you can shelter in place. For more information about what to do in an active shooter incident, visit <https://ucla.app.box.com/v/activeshootersafetytips>.
- Bruin Alert System** To receive updates about emergencies on campus, please sign up to receive Bruin Alert messages via text at <https://www.emergency.ucla.edu/bruinalert>.
- First Aid** Supplies for minor cuts are kept in the Humanities 378. If injured, employees should obtain an Employee Referral Slip for Industrial Injury from the Personnel Office in Humanities 361. The Occupational Health Facility is located in the 200 Medical Plaza Building, Suite 224. Students not employed by NELC or the departments must go to the Student Health and Wellness Center in the Arthur Ashe Center (near Ackerman Union).
- Hazardous Materials** 911 or 310-825-1491
- Call 911 if you feel the spill is an emergency, or if using a cell phone, call 310-825-1491.
- If the spill is not an emergency but requires assistance and is during normal business hours (8 a.m. - 5 p.m.), call Environment Health and Safety (EH&S) at 310-825-5689. EH&S maintains a well-trained Haz Mat Team who can handle spills of almost any size or complexity.
 - If you feel comfortable and have been trained in spill cleanup, and if it is a small spill (usually less than a liter of material), you can proceed to clean up the spill yourself or with the assistance of another person.
 - Determining if an item is "hazardous waste" can be difficult. The best policy is to assume all chemicals must be managed as hazardous waste and can only be disposed of through the EH&S Chemical Waste Management Program. Strict sewer, air emissions, and landfill regulations require that hazardous waste not be drain-disposed, evaporated in fume hoods, or disposed of in the normal trash. Contact EH&S for help in classifying waste as hazardous or non-hazardous.
- Occupational Health Facility** OHF is chartered to provide for employee physical care and maintains outpatient clinic services to meet the special needs of employees on the UCLA campus. The clinical staff comprises of highly qualified doctors, physician assistants and nurses. Services include pre-employment physicals, in-service physical evaluations, diagnosis and treatment of work-related illness and injury, return-to-work examinations and physical evaluations, and immunizations to support health maintenance. OHF is located in the UCLA Medical Plaza Building 200 on the second floor, Suite 224.
- Security** Report any suspicious persons or situations to the UCLA Police Department at 310-825-1491 (x51491). Keep windows and doors locked when you are away from the office or lab. Do not keep valuables unlocked; do not keep briefcases, purses, laptop computers, etc., unattended. Also see "Campus Escort Service" above.
- Smoking** Smoking is not permitted anywhere on the UCLA campus.

HUMANITIES ADMINISTRATIVE GROUP (HAG) STAFF DIRECTORY

The Humanities Administrative Group (located in Humanities 361) oversees the administration of five departments including the Department of Near Eastern Languages and Cultures. Below is the contact information and description of duties for the HAG staff.

Diane Ohkawahira
Chief Administrative Officer
361B Humanities Building
310-206-5689

Responsible for the overall administration of the Humanities Administrative Group and the supervision of office staff. Maintains and controls all budget accounts as well as staff and faculty personnel and payroll matters. Oversees facilities, security, computer resources, and space utilization.

Olga Duka
Senior Financial Analyst
361A Humanities Building
310-267-4956
oduka@humnet.ucla.edu

Responsible for purchase orders, instructional mini-grants/OID applications, purchasing and reimbursement, recharges, and travel reimbursements.

Claudia Defaz
Administrative Analyst
361C Humanities Building
310-206-6042
Cdefaz@humnet.ucla.edu

Provides administrative support to NELC by coordinating parking, ordering business cards, and helping with event planning.

TBD
Senior Personnel Analyst
361C Humanities Building
310-206-9668
carolina@humnet.ucla.edu

Responsible for hiring faculty and lecturers and handling payroll and benefits.

Tomarion Brown
Administrative Analyst
361 Humanities Building
310-206-3032
tbrown@humnet.ucla.edu

Responsible for hiring GSRs and readers. Coordinates textbook orders, desk copies, and conferences/events.

Leo Kuo
Department Technical Analyst
116 Humanities
310-206-8520
leo@humnet.ucla.edu

Responsible for all technical repairs and supply ordering.

Isamara Ramirez
Student Affairs Officer
378A Humanities
310-825-4165
iramirez@humnet.ucla.edu

Provides degree/course information to students. Responsible for academic counseling of graduate and undergraduate NELC students. Coordinates graduate admissions and processes graduate student support awards and fellowship applications. Maintains department website and coordinates annual schedule of classes. Schedules rooms for departmental meetings and events and provides administrative support for the Chair of NELC and the faculty. Does all the NELC scheduling of classes and room assignments. Responsible for hiring TAs.

Faculty and Lecturers Directory

Last Name	First Name	Specialty	Email
Abou El Fadl	Khaled	Islamic Studies	abouelfa@law.ucla.edu
Azza	Ahmand	Arabic	ahmad@humnet.ucla.edu
Bakhos	Carol	Jewish Studies	cbakhos@humnet.ucla.edu
Band	Arnold	Hebrew and Comparative Literature	band@humnet.ucla.edu
Barnard	Hans	Egyptology	hbarnard@humnet.ucla.edu
Bodrogligeti	Andras	Turkic Languages	bodrogligeti@humnet.ucla.edu
Buccellati	Giorgio	Institute of Archaeology	buccella@ucla.edu
Burke	Aaron	Archaeology of Ancient Israel	burke@humnet.ucla.edu
Carter	Elizabeth	Ancient Near East/Archaeology	carter@humnet.ucla.edu
Cifola	Barbara	Assyriology	Bcifola@yahoo.com
Cooney	Kara	Egyptology	cooney@ucla.edu
Cooperson	Michael	Arabic	cooperso@humnet.ucla.edu
Cowe	Peter	Armenian	cove@humnet.ucla.edu
Davidson	Herbert	Hebrew	hdavidso@ucla.edu
Dieleman	Jacco	Egyptology	dieleman@humnet.ucla.edu
Englund	Robert	Assyriology/Ancient Near East	englund@ucla.edu
Ezer	Nancy	Hebrew	nezer@humnet.ucla.edu
Fishbein	Michael	Arabic	fishbein@humnet.ucla.edu
Gana	Nouri	Arabic	gana@humnet.ucla.edu
Hagigi	Latifeh	Iranian	hagigile@ucla.edu
Hakak	Lev	Hebrew	hakak@humnet.ucla.edu
Hamza (Mohamed)	Abeer	Arabic	abbyhamza14@gmail.com
Ingenito	Domenico	Iranian	ingenito@humnet.ucla.edu
Jaekel	Ralph	Turkish	jaekel@humnet.ucla.edu
Karimi-Hakkak	Ahmad	Iranian	karimi@um
Keshishian	Anahid	Armenian	anahidk@humnet.ucla.edu
Kouloujian	Hagop	Western Armenian	koulou@humnet.ucla.edu
Livescu	Simona	Middle Eastern Studies	slivescu@ucla.edu
Lorenz	Beyza	Turkish	blorenz@humnet.ucla.edu
Mousavi	Seyed-ali	Iranian	amousavi@humnet.ucla.edu
Pirnazar	Nahid	Iranian	oberman01@aol.com
Poonawala	Ismail	Arabic & Islamic Studies	poonawal@humnet.ucla.edu
Pourzangiabadi	Banafsheh	Persian	Banafsheh@humnet.ucla.edu
Sabar	Yona	Hebrew	sabar@humnet.ucla.edu
Saiedi	Nader	Baha'i Studies	nsaiedi@ucla.edu
Sayeed	Asma	Islamic Studies	sayeed@humnet.ucla.edu
Schniedewind	William	Biblical Studies/Northwest Studies	williams@humnet.ucla.edu
Shayegan	Rahim	Iranian	shayegan@humnet.ucla.edu
Simpson	Bethany	Egyptology	simpsonb@ucla.edu
Slyomovics	Susan	Anthropology/Arabic/NE CTR Director	ssly@anthro.ucla.edu
Smoak	Jeremy	Ancient Near East/ Hebrew Bible	jeremysmoak@hotmail.com
Wendrich	Willeke	Egyptian Archaeology, History	wendrich@humnet.ucla.edu
Westbrook	Donald	Ancient Near East	westbr@humnet.ucla.edu

MA Degree Pathway

Year 1

1. Meet with your Faculty Advisor at least once a quarter to discuss expectations, workload, courses, etc.
2. Complete the first translation examination (French/German) successfully before Advancing to Candidacy. Language petition must be submitted to Graduate Division. Translation exams are only offered twice in December and June.
3. Take 9 courses for Master's degree (6 must be graduate level -- 200 and above). For courses to count towards MA they must be taken for a letter grade and must be a minimum of 4 units.
4. Apply for Graduate Research Mentorship, Graduate Summer Research Mentorship and additional funding opportunities for the upcoming summer and academic year.
5. Establish California Residency.

Year 2

1. Fill out and submit MA Advancement to Candidacy Form. Meet with Isamara Ramirez to go over MA course requirement completion. Note: Candidacy form to the Student Affairs Officer by the end of week 1 in the quarter you expect to receive your degree. (See Isamara for more information)
2. Complete all Master's Comprehensive Exams by the end of the Spring quarter. Typically two exams are taken in the winter and two in the spring quarter.
3. Apply for Graduate Research Mentorship, Graduate Summer Research Mentorship and additional funding opportunities for the upcoming summer and academic year.
4. Take 9 courses for Master's degree (6 must be graduate level -- 200 and above). For courses to count towards MA they must be taken for a letter grade and must be a minimum of 4 units.

PhD Degree Pathway

Year 3 (if you have an MA, please begin here)

1. Complete the second translation examination (French/German) successfully before Advancing to Candidacy. Language petition must be submitted to Graduate Division. Translation exams are only offered twice in December and June.
2. Apply for Graduate Research Mentorship, Graduate Summer Research Mentorship and additional funding opportunities for the upcoming summer and academic year.
3. Establish California Residency.

Year 4

1. Complete all PhD Comprehensive Exams by the end of the Spring quarter. Typically two exams are taken in the winter and two in the spring quarter.
2. Write dissertation proposal.
3. Nominate dissertation committee. Committee can only be nominated once you have completed all of your doctoral comprehensive exams. Form must be submitted to Graduate Division. Work with Isamara to ensure that all paperwork is submitted and for committee nomination policies.
4. Defend dissertation proposal orally to committee.
5. Advancement to Doctoral Candidacy (ABD/CPhil) is reported to Graduate Division.

Year 5

1. Apply for the Dissertation Year Fellowship and additional fellowship opportunities for the upcoming summer and academic year.
2. Begin writing dissertation thesis.

Year 6

1. Finish writing dissertation.
2. File Dissertation. For assistance on how to submit online please contact Graduate Division Academic Services.
3. Graduate

UCLA Graduate Education

Graduate Program: Near Eastern Languages & Cultures

DEGREES

UCLA's Graduate Program in Near Eastern Languages & Cultures offers the following degree(s):

- M Master of Arts (M.A.)
- D Doctor of Philosophy (Ph.D.)

[Visit the Program's website](#)

[Near Eastern Languages & Cultures provides in-depth details on its own site](#)

With questions not answered here or on the program's site (above), please contact the program directly.

ADDRESS

Near Eastern Languages & Cultures Graduate Program at UCLA
378 Humanities Building
Box 951511
Los Angeles, CA 90095-1511

FACULTY

Visit the [Near Eastern Languages & Cultures Department's faculty roster](#)

COURSE DESCRIPTIONS

Visit the registrar's site for the [Near Eastern Languages & Cultures Department's course descriptions](#)



[Admission
Requirements](#)

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Statistics](#)



PROGRAM REQUIREMENTS FOR NEAR EASTERN LANGUAGES AND CULTURES, 2016-2017

◀ 2015-16

2016-17 ▼

Applicable only to students admitted during the 2016-2017 academic year.

Near Eastern Languages and Cultures

College of Letters and Science

GRADUATE DEGREES

The Department of Near Eastern Languages and Cultures offers the Master of Arts (M.A.) and Doctor of Philosophy (Ph.D.) degrees in Near Eastern Languages and Cultures. It also offers the Master of Arts (M.A.) and Doctor of Philosophy (Ph.D.) degrees in Islamic Studies.

Near Eastern Languages and Cultures

[Admissions Requirements](#)

MASTER'S DEGREE

Advising

Students are assigned a guidance committee composed of an adviser and at least two other faculty members whose interests touch on their area of specialization. The adviser is named by the chair to serve on the student's guidance committee.

New students should make an advising appointment at the beginning of their first quarter. During this appointment, students and their advisers agree on a study list and their future program. In each subsequent quarter, it is the student's responsibility to discuss their plans for that quarter with their adviser and obtain approval for their study list. If a student wishes to make changes in the study list after it is approved by the graduate adviser, the changes must be approved by the department chair or the graduate adviser before the student accesses the online enrollment system. Departmental policy requires the signature of the chair or the graduate adviser for approval of all petitions.

Areas of Study

Major fields of specialization are ancient Near Eastern civilizations, Arabic, Armenian, Hebrew, Iranian, Semitics, and Turkic. Students may concentrate on either language or literature in their selected field but are required to do work in both. In the field of ancient Near Eastern civilizations, the department also offers an archaeology emphasis.

Foreign Language Requirement

Students are required to pass an examination in one major modern research language other than English by the beginning of their fourth quarter in residence. Students in the master's degree program specializing in Arabic study an Arabic dialect rather than a major modern research language. The choice of the language is determined in consultation with their adviser. Students may satisfy this requirement by one of the following methods: (1) a departmentally-administered examination with a minimum grade of B; or (2) two years of language instruction at a UC campus, with a grade of B or better. If students intend to continue toward the Ph.D. degree, it is strongly recommended that they acquire knowledge of a second major research language other than English while still a candidate for the M.A. degree.

Course Requirements

A minimum of nine upper division and graduate courses is required, of which at least six must be at the graduate level.

In general, students choosing either the language, literature, or archaeology option are required to study two Near Eastern languages, one of which is considered the major language. Students in Semitics or in Old Iranian study three languages.

In ancient Near Eastern civilizations, students may choose as their major language any of the following: ancient Egyptian (including Coptic), Akkadian, Aramaic (including Syriac), Hebrew (with Ugaritic and Phoenician), or Old Persian. For the second language, any of the above or Hittite or Sumerian may be chosen.

Students in Hebrew choose Hebrew and another Semitic language. In Turkic, either two Turkic languages or Turkish and a second culturally related language may be chosen. In Arabic, Armenian and Iranian (modern), a major language and a second culturally related language are chosen.

Students in Semitics are required to study three Near Eastern languages, at least two of which should be Semitic (the third may be Hittite or Sumerian). In Old Iranian, Persian, Sanskrit, and Old and Middle Iranian are studied.

Sixteen units of course 596 may be applied toward the total course requirement; eight units may be applied toward the minimum graduate course requirement.

Teaching Experience

Not required but recommended.

Field Experience

Not required.

Capstone Plan

In general, students are required to take written final comprehensive examinations in their major and minor languages, as well as the history and literature of their major field. Further details can be found in the departmental *Guide to Graduate Studies*, available in the department.

Thesis Plan

None.

Time-to-Degree

Normative progress from graduate admission to conferral of the master's degree is six academic quarters (and two summer terms).

DEGREE	NORMATIVE TIME TO ATC (Quarters)	NORMATIVE TTD	MAXIMUM TTD
M.A.	8	8	16

DOCTORAL DEGREE

Advising

Students are assigned a guidance committee composed of an adviser and at least two other faculty members whose interests touch on their area of specialization. The adviser is named by the chair to serve on the student's guidance committee. The guidance committee usually serves as the departmental members of the doctoral committee.

New students should make an advising appointment at the beginning of their first quarter. During this appointment, students and their advisers agree on a study list and their future program. In each subsequent quarter, it is the student's responsibility to discuss their plans for that quarter with their adviser and obtain approval for their study list. If a student wishes to make changes in the study list after it is approved by the graduate adviser, the changes must be approved by the department chair or the graduate adviser before the student accesses the online enrollment system. Departmental policy requires the signature of the chair or the graduate adviser for approval of all petitions.

Major Fields or Subdisciplines

Major fields of specialization are ancient Near Eastern civilizations, Arabic, Armenian, Hebrew, Iranian, Semitics, and Turkic. Students may concentrate on either language or literature in their selected field but are required to do work in both. In the field of ancient Near Eastern civilizations, the department also offers an archaeology emphasis.

Foreign Language Requirement

Two modern major research languages other than English are required. The choice of languages must be approved by the adviser, who may also require additional language skills in modern and/or ancient languages if such skills are needed for scholarly work in the area of the student's interest. The requirement is fulfilled by one of the following options: (1) a departmentally-administered examination with a minimum grade of B; or (2) two years of language instruction at a UC campus, with a grade of B or better.

Course Requirements

Students are required to achieve high competence in two languages and to familiarize themselves with the cultural backgrounds of each of the languages chosen. Students who study Arabic may use an Arabic dialect as their second language. Students are required to familiarize themselves, through appropriate course work, with the history of the cultural area, and the methods of literary research and the history of literary criticism.

If the archaeology emphasis in the ancient Near Eastern civilizations specialization is chosen, students are required to achieve high competence in two ancient Near Eastern languages and must be well-versed both in the history of the cultural area and in archaeological methodologies.

Students who choose a language emphasis for the Ph.D. degree are required to add a third Near Eastern language to the two that are required for the M.A.

degree.

Further details about the choice of languages and examination requirements may be found in the departmental *Guide to Graduate Study*, available in the department.

Teaching Experience

Not required but recommended.

Written and Oral Qualifying Examinations

Academic Senate regulations require all doctoral students to complete and pass university written and oral qualifying examinations prior to doctoral advancement to candidacy. Also, under Senate regulations, the University Oral Qualifying Examination is open only to the student and appointed members of the doctoral committee. In addition to university requirements, some graduate programs have other pre-candidacy examination requirements. What follows in this section is how students are required to fulfill all of these requirements for this doctoral program.

All committee nominations and reconstitutions adhere to the new [Minimum Standards for Doctoral Committee Constitution](#).

Written qualifying examinations must be passed before the formation of a doctoral committee. Candidates in languages are examined in three Near Eastern languages and the literary and historical background of at least two of them. Candidates in literature are examined in the literatures written in two languages within the cultural area of concentration and the historical and cultural background of these languages, with emphasis on one of them. Candidates in ancient Near Eastern civilizations are examined in two ancient languages and in the history and archaeology of the major areas of the ancient Near East.

Following successful completion of the course and language requirements and the written qualifying examinations, students are required to form a doctoral committee and take the University Oral Qualifying Examination.

Advancement to Candidacy

Students are advanced to candidacy and awarded the Candidate in Philosophy (C.Phil.) degree upon successful completion of the written and oral qualifying examinations.

Doctoral Dissertation

Every doctoral degree program requires the completion of an approved dissertation that demonstrates the student's ability to perform original, independent research and constitutes a distinct contribution to knowledge in the principal field of study.

Final Oral Examination (Defense of the Dissertation)

Not required for all students in the program. The decision as to whether a defense is required is made by the doctoral committee.

Time-to-Degree

Ph.D. students are expected to respect the following normative guidelines in carrying out their program. From admission to the Ph.D. program (i.e., after obtaining the M.A. degree) to:

- (1) the written qualifying examinations - six academic quarters.
- (2) the oral qualifying examination and approval of the dissertation prospectus - eight academic quarters (and three summer terms).
- (3) the conferral of the Ph.D. degree - fourteen academic quarters (and five summer terms).

DEGREE	NORMATIVE TIME TO ATC (Quarters)	NORMATIVE TTD	MAXIMUM TTD
Ph.D.	11	19	28

Termination of Graduate Study and Appeal of Termination

University Policy

A student who fails to meet the above requirements may be recommended for termination of graduate study. A graduate student may be disqualified from continuing in the graduate program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade point average (3.00) required by the Academic Senate to remain in good standing (some programs require a higher grade point average). Other examples include failure of examinations, lack of timely progress toward the degree and poor performance in core courses. Probationary students (those with cumulative grade point averages below 3.00) are subject to immediate dismissal upon the

recommendation of their department. University guidelines governing termination of graduate students, including the appeal procedure, are outlined in *Standards and Procedures for Graduate Study at UCLA*.

Special Departmental or Program Policy

In addition to the standards reasons outlined above, a student may specifically be recommended for termination because of: (1) a terminal master's degree recommendation from the student's master's committee; (2) inadequate scholarship as recommended by the Graduate Committee; or (3) inadequate progress toward the degree as recommended by the departmental section in the student's specialization.

In all cases, the student's academic progress is discussed in depth by the departmental section that made the recommendation. A recommendation for termination is forwarded to the departmental chair for review and decision. The student is notified of a recommendation for termination in writing.

A student may appeal a recommendation for termination by stating the reasons in writing to the departmental chair. The chair transmits the appeal to the student's departmental section for consideration.

UCLA is accredited by the Western Association of Schools and Colleges and by numerous special agencies. Information regarding the University's accreditation may be obtained from the Office of Academic Planning and Budget, 2107 Murphy Hall.

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MAJOR CODE: NEAR EASTERN LANGUAGES & CULTURES

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